



## **Memo**

To: Town Council  
From: Matt Hart, Town Manager  
CC: Town Employees  
Date: March 10, 2020  
Re: Town Manager's Report

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Below please find my report concerning various items of interest to the Town Council, the staff, and the community:

## **Council Business & Meetings**

- Finance & Admin. Committee Meeting: March 18, Town Hall @ 5:00 PM
- Special Services District Public Hearing: March 24, Town Hall @ 6:30 PM

## **Staff Reports**

- *Coronavirus* – Coronavirus – Coronavirus, CoVID-19, is on everyone's mind. I wanted to share with you what we have done and plan to do in the coming weeks. I will update you on this subject at each Council meeting, and more frequently by email. The Town and West Hartford Public Schools are working in partnership with the West Hartford-Bloomfield Health District to mitigate the impact to our community, however, our best defense against the spread of the disease is individuals taking the proper precautions and preparations. We are emphasizing the following messages with our staff and the community:
  - Wash hands often with soap and water for at least 20 seconds.
  - Avoid touching your eyes, nose and mouth with unwashed hands.
  - Avoid close contact with people who are sick.
  - Stay home when you are sick.
  - Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
  - Clean and disinfect frequently touched objects and surfaces. Facilities Services has provided cleaning and disinfecting solutions to all town and school facilities so staff can clean workspaces.

We have created a web page for residents to get information. The web address is [www.westhartfordct.gov/covid19](http://www.westhartfordct.gov/covid19). The best sources of information continue to be the CDC and CT Department of Public Health.

On Monday, March 9, 2020, the Governor's Office of Emergency Management recommended to city and town leaders to cancel or postpone any event that gathers 100 or more people. Any event in which people would assemble in close proximity, shoulder-to-shoulder, both indoor and outdoor, should be canceled as a preventative measure to stopping the spread of the virus.

The Town of West Hartford and West Hartford Public Schools plan to follow these recommendations by canceling any upcoming event that meets those criteria until further notice.

Today, West Hartford Public Schools has canceled its annual Pops 'n Jazz concert planned for March 13, 14, 18-21 and West Hartford's Cookin' fundraiser on March 28. The Town is canceling events held at our facilities or events in which we provide police and public works services. Those include the CCM meeting on March 29 and the Orchid Show on March 21, both held in the auditorium, and Johnny's Jog on March 29, held at Blue Back Square.

- *Spring Yard Waste Collection* – With spring-like weather in the air, many folks are asking when will the Spring Yard Waste collection begin. The Department of Public Works will commence its Spring Yard Waste Collection beginning the week of April 6 and continue through December 18. Yard waste will be picked up biweekly, on the same schedule as your recycling pick-up. Acceptable materials include pine needles, pinecones, leaves, acorns, thatch, twigs, dead plant matter, and thatch. No grass. Place yard waste in 30-gallon paper biodegradable bags or the brown yard waste barrel. Brown barrels are available for purchase by calling the Department of Public Works at 860-561-8100, by going online to [www.westhartfordct.gov/publicworks](http://www.westhartfordct.gov/publicworks) or in person at DPW, 17 Brixton Street. The cost is \$73.12. The cart holds the equivalent of three, 30-gallon bags.
- *North Main Street Bridge* – Excavation began this week on the North Main Street Bridge. Travel lanes have been reduced from four to two and concrete barriers have been placed in the middle two travel lanes to protect the work zone. Motorists are advised to seek alternate routes. The project is expected to be under construction for 18 months.
- *Census* – Eleven public service announcements encouraging residents to participate in the 2020 Census were recorded by members of the Complete Count Committee and Conard High School students. The PSAs are in eight different languages in an effort to reach our neighbors of different cultures. West Hartford Community Interactive professionally produced each of the 30-sec PSAs and posted them to YouTube.

Invitations to participate in the 2020 Census will begin to arrive in the mail between March 12 and March 20. Residents can respond either online at [census.gov](http://census.gov) or by the paper questionnaire. Participating in the Census questionnaire is safe, simple and important. West Hartford's goal is to count every person in town.

- *Citizen's Academy* – On March 4<sup>th</sup>, the West Hartford Police Department began its weekly Citizens Academy for adult members of the community who are interested in learning the behind-the-scenes work of our sworn officers and civilian staff. The eight-week Academy is held on Wednesdays, 6:00-9:00pm, through April 29<sup>th</sup> at the West Hartford Police Dept. Training Room.

The purpose of each class topic is to make residents more familiar with the procedures, practices, problems, concerns, and challenges that law enforcement face in the performance of their duties.

### **Outside Agencies**

- *Eversource Tree Trimming* - Throughout the course of the year, Eversource undertakes several types of vegetation management, ranging from regularly scheduled trimming and pruning to removal of trees that are decayed, insect-infested, damaged or structurally weak.

Eversource has provided the Town this year's notice of planned and scheduled vegetation maintenance work on the electric transmission right-of-way (ROW). The planned maintenance will involve the side pruning and selective removal of hazardous trees that are located along or just beyond the Right-of-Way (ROW) edge. All planned work in the ROW will be reviewed in advance by the Town and all tree removals beyond the limits of the ROW easement will be discussed with the property owners prior to the performance of the work.

## **Announcements**

- *Thank you to the Town Council* - The West Hartford Women's Chorale sincerely thanks the Town Council for a matching grant that has allowed them to purchase risers which has allowed them to expand their performance opportunities.

The risers will be used for the first time at their at Festival of Women's Voices on March 28th at Conard High School where 200 female singers from area high school choirs and adult choirs will perform the work of female composer Rosephanye Powell. You and the community are invited!

## **Events**

- *Tavern Night: A Taste of Ireland* - The Noah Webster House's most popular Tavern Night is back! Enjoy a delicious homemade meal, a performance by Coogan School of Irish Dance, traditional Irish tunes by musician Tom Hooker Hanford, and historic tavern games on March 13 or March 14 at 6:00 PM. Tickets are \$40 per person for the general public and \$35 for museum members. Go to [NoahWebsterHouse.org](http://NoahWebsterHouse.org).
- *Take 5 Party* - Come to West Hartford Community Interactive's Take 5 Party at the Pond House Café on Friday, March 20, 7:00-10:00PM. Take 5 is a lively evening of cocktails, a generous Pond House buffet, jazz music and an amazing selection of silent auction items. This is WHCI's signature fundraiser. Tickets are \$60 for individuals.
- *Pancake Breakfast Fundraiser* - West Hartford BSA Troop 146 will host its Pancake Breakfast Fundraiser, Saturday March 21, from 7:30 to 10 am at the West Hartford United Methodist Church Fellowship Hall, 1358 New Britain Ave (across from Wolcott Park). The breakfast is \$10.00 per person, family of four: \$25.00, children 5 and under, free. The proceeds help support Troop activities such as annual historical trips—Gettysburg in 2020- and Scouting High Adventure treks. Learn more by visiting: <http://www.scouttroop146.com>.